



**PROCEEDINGS OF REGISTRAR**

F. No.: VFSTR/Reg/AR/2020-21

Dt: 07.07.2020

***Sub: VFSTRU- Teaching Staff Performance Appraisal- Reg.***

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**Performance appraisal system for teaching staff.**

A good performance management system works towards the improvement of the overall organisational performance of teams and individuals for ensuring the achievements of the overall organisational mission and vision. An effective performance management system plays a crucial role in managing the organisation in an efficient manner. In line with this, the Institute is following the appraisal scheme suggested by UGC/AICTE viz. Performance Based Appraisal System (PBAS).

In this scheme, the performances are classified into three categories (i) Teaching, Learning and Evaluation related activities (ii) Co-Curricular, Extension and Professional Development related activities (iii) Research Publications and Academic Contributions. All these are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the proforma suggested by UGC/AICTE. Based on the data collected, API scores are calculated for each of the three categories. The Principal in consultation with senior Professors fix certain minimum API scores to be achieved by the faculty members in the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position. Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire

collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Head of the Department and Senior Professor in the Department, goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process. As such there is no performance appraisal system followed for non-teaching staff in the institute.

**Process Adopted**

Faculties of VFSTR those who have completed one year of service in the University are assessed in terms of their performance in Teaching, Research and Administrative duties. They are assessed based on their academic, research and administrative activities, wherein 50 percent weightage will be allotted for research, 25 percent will be allotted for academics and other 25 percent will be allotted for administrative activities including counselling activities of students.

**Implementation**

A committee appointed by Honourable Vice-Chancellor will review the performance of faculty.

  
**REGISTRAR**



**PROCEEDINGS OF REGISTRAR**

F. No.: VFSTR/Reg/AR/2020-21

Dt: 06.08.2020

*Sub: VFSTRU- Non-Teaching Performance Appraisal- Reg.*

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**Non-Teaching Staff Performance Appraisal System At VFSTR:**

Non-Teaching Staff All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The various parameters for staff members are assessed under different categories i.e. Attitude towards Institute, higher authorities and towards colleagues.

Major contributions other than the regular works.

Level of Efficiency - O- Outstanding; A- Very Good; B- Good; C- Average; D- Below Average

Also, the Character, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents and technical abilities are assessed during the assessment year.

The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Registrar.

On satisfactory performance, all employees are granted promotions and increments. The Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analysing their strengths and weaknesses and ensuring better performance.

**Confidential Form (Nonteaching staff)  
(Opinion of HoD/Dean and Opinion of a Senior Teacher)**

Employee code : 

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Employee name : 


Department : 

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(a) Attitude towards the Institute:

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\_\_\_\_\_

(b) Attitude towards the HoD/Supervisor:



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(c) Attitude towards the Work:

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(d) Major contributions other than the regular work (enclose sheet if not sufficient) (Do not write any work that fall under regular work even working beyond the hours also):

1. 

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2. 

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3. 

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4. 

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5. 

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(e) Level of Efficiency: O / A / B / C / D

( f )Any other information relevant:

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Signature of Head:

O - Outstanding

A - Very Good

B - Good

C - Average

D - Below Average

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## **PROCEEDINGS OF REGISTRAR**

F.No.: VFSTR/Reg/AR/2019-20

Dt: 16.05.2020

Sub: VFSTRU- Promotion procedure of Teachers- Career Advancement Scheme- Reg.

### **Career Advancement Scheme for Promotion of Teachers (Procedure):**

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#### **ORDER:**

1. This scheme shall apply for advancement of careers of teachers of the University.
2. The cases of the teachers who are fulfilling the eligibility norms of CAS as prescribed by UGC/AICTE.
3. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
4. A Selection Committee shall be constituted as per guidelines prescribed by UGC/AICTE
5. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee
6. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma given by UGC regulations 2019.
7. The scheme shall apply for career advancement of:
  - i) Assistant Professors after completion of minimum 11 years of experience shall be eligible subject to API requirements laid down in this scheme (as prescribed by UGC/AICTE regulations 2018 & 2019) to promote to Associate Professor.
  - ii) Associate Professors completed minimum 15 years of total service out of which 3 years at Associate Professor level shall be eligible subject to API requirements laid down in this scheme (as prescribed by UGC/AICTE regulations 2018 & 2019) to promote to Professor.
  - iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.



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promotion under CAS of a teacher as Assistant Professor, Associate Professor and Professor provided:

- 1.The essential qualifications of the post held were not lower than the qualifications prescribed by this scheme by UGC/AICTE regulations for Assistant Professor, Associate Professor and Professor as the case may be.
- 2.The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC/AICTE/University for appointment to the post of Associate Professor and Professor as the case may be.
- 3.The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University
- 4.The previous appointment was not as guest lecturer for any duration or on ad-hoc.
5. The norms may be changed in accordance with the changes in UGC/AICTE regulations.

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